

## **Addendum 1**

### **FINANCE (80%)**

1. Examine and audit a full range and wide variety of ILEA vouchers of purchases, contract services, utilities, training expenses, training supplies, equipment, furniture, uniforms, IT supplies, travel vouchers and advances of the ILEA staff, operating expenses, etc. The voucher examination process includes verification that: 1) requested payments comply with terms and conditions of appropriate purchase orders or other authorizing documents; 2) documentation is authentic, accurate, internally consistent and adequately supports claims; 3) appropriate administrative approvals and evidence of receipt are included; 4) sufficient funds have been committed or reserved in advance; 5) duplicate payments have not been made; 6) payments are in accordance with applicable laws, regulations and procedures. (30%)

Additionally, the voucher examiner will: 1) verify and request the clearance of outstanding advances; 2) advise COTR/AOTR of suspensions and the reasons as required; 3) process payments timely, fully cognizant of the late payment and penalty provisions of the Prompt Payment Act, reviewing and requesting authorization and signature of all invoices, in order to be approved for payment and then send the bills to FMO (this includes preparation of all documents as photocopying and annexing the purchase order, the ILEA purchases-sop e-mail, quotes, e-mails related to the product or service, etc. Process the payment into the Tracking Expenses spreadsheet typing up the date of the invoice, amount -if it's a partial or a complete payment-, number of invoice, receiving report, etc.), and refers cases to FMO, whenever there is an undue delay to vendors or a problem in the payment; 4) verify the general and administrative expenses, field support expenses, etc.; 5) resolve questions, collect additional information and obtain additional documentation as required.

2. Manage \$3,000 ILEA's Credit Card purchases and \$50,000 Credit Card monthly limit, recording all transactions, reconciling invoices, submitting the replenishment package with the respective credit card report and reviews the credit card statement in a monthly basis. Assign accounting classification (object codes). In purchases must follow and be aware of the Credit Card regulations all the time. (15%)

3. Control of the utilities expenses, contract services, equipment maintenance services, supplies, and general maintenance services reviewing monthly payments with the respective monthly visits required. Monitor and control the fuel (gasoline and diesel) and the vehicle expenses (including maintenance and repair costs) of ILEA's vehicles. Also includes control of the hard line and cellular telephone bills, to request staff to determine personal telephone calls. Issue the corresponding Bill of Collection (BOC), register this BOC and refer cases to the Finance and Administrative Manager, whenever there are undue delays. (10%)

4. Assist in the auditing process in clearing of monthly reconciling items. Includes reviewing all transactions posted in all ILEA appropriations, printing COAST (Consolidated Overseas Accountability Support Toolbox) reports and compare it with the last auditing made. Determine which transaction is not supported to request or get the vouchers and supporting documentation. Prepares the list per country, print and distribute the certification detailing the period that covers. (15%)

Assist in requesting vouchers to other posts to send them via e-mail all documentation per each of the trainings: vouchers, invoices and supporting documentation of the participant's travel expenses, printing them and reviewing the expense according to the funds allocated to each country, number and name of the participants that attended the training and the fiscal data used and reviewing the E2 travel voucher fees. Also request of reimbursement of per diem and airline tickets if it's needed and verify and request the clearance of outstanding open advances.

5. Work as alternate Class B Cashier, while that incumbent is on Annual, CT (Compensatory Time) or Sick Leave and serves as acting Finance and Administrative Manager in her absence. (5%)

6. Support in the preparation of the ILEA Operational Budget and the Administrative/ Financial Annual Summary Report for each fiscal year, gathering and collecting information requested as operational expenses averages, monthly number of vouchers processed, journal vouchers, inventory inputs/outputs, expenditure refunds, credit card statistics, etc, and helping gathering other data requested. (5%)

### **ADMINISTRATIVE (20%)**

7. Support the ILEA's Purchase Requests submission by managing the ILMS Software (Ariba System) as a backup. Monitors ILEA Purchase Requests and Purchase Orders..Review of all procurement actions of the purchase's requisitions. Incumbent serves as the control person of all Blanket Purchase Agreements (BPA) available at Post and which ILEA can use for required services. Serves as an additional POC for services and purchases with some vendors and contractors, as well as a number of other companies and service providers. Perform small purchases requesting quotation to local providers. Maintains contact with vendors selected by Procurement. Request the submission of task or delivered orders in order to pay upcoming vendor bills. (15%)

8. Directly use a PC and is responsible for its security in accordance with Department of State security regulations. Analytical and decision making abilities required, word processing and spreadsheet familiarity, ability to collaborate and communicate effectively with ILEA personnel, control workflow, organize and schedule work and must be computer

iterate. Provide support in any administrative and finance matter requested. Perform other duties as directed by the ILEA's Finance and Administrative Manager and ILEA's Director or Deputy Director. (5%)